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Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONNEL ARRANGEMENTS FOR THE OFFICE OF INTERNAL OVERSIGHT SERVICES

1. Consistent with the desire of the General Assembly, expressed in its resolution 48/218 B of 29 July 1994, for the Office of Internal Oversight Services (OIOS) to exercise operational independence under the authority of the Secretary-General in the conduct of its duties, the Secretary-General defined in bulletin ST/SGB/273 the scope of the authority of the Under-Secretary-General for Internal Oversight Services in personnel matters, as follows:

(a) In keeping with the need for operational independence, the Under-Secretary-General shall, through appropriate arrangements of delegation of authority, exercise the degree of latitude and control over the personnel and resources of the Office, consistent with the Staff Regulations and Rules of the United Nations and the Financial Regulations and Rules of the United Nations, that is necessary to achieve the objectives of the Office;

(b) With respect to the staff of the Office, the Under-Secretary-General shall have powers of appointment, promotion and termination similar to those delegated by the Secretary-General to the heads of programmes, funds or subsidiary organs enjoying special status in these matters. Contracts of staff members appointed by the Under-Secretary-General shall be limited to service with the Office. Staff members holding regular United Nations appointments who are selected to serve with the Office shall retain their current status and their acquired rights under the Staff Regulations and Rules of the United Nations.

2. The purpose of the present instruction is to outline the administrative arrangements and the authority of the Under-Secretary-General for Internal Oversight Services in personnel matters.

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3. The Staff Regulations adopted by the General Assembly and the Staff Rules and administrative instructions promulgated by the Secretary-General pursuant thereto will apply to staff members serving with the Office in the same manner as they do to the rest of the Secretariat.

4. Staff members presently serving with the Office who were appointed by the Secretary-General on the recommendation of the United Nations appointment and promotion machinery on permanent or fixed-term appointments will continue to be governed by the terms of appointment and conditions of service specified in their letters of appointment. Their acquired rights and eligibility for reassignment within the Secretariat will not be affected.

5. Subject to the retention by the Secretary-General of his authority to promulgate and interpret the Staff Regulations and Rules and to take final decisions in appeals and disciplinary cases under the Staff Regulations and in compensation claims under Appendix D of the Staff Rules, full authority is delegated to the Under-Secretary-General for Internal Oversight Services by the Secretary-General as specified below, thus giving the Under-Secretary-General the responsibility for administering, in the name of the Secretary-General, the Staff Regulations and Staff Rules in respect of staff members serving with the Office.

6. To this end, the Secretary-General, in consultation with the Under-Secretary-General for Internal Oversight Services, will establish an OIOS Appointment and Promotion Panel to advise the Under-Secretary-General on the appointment, promotion and termination of all staff members up to and including the D-2 level. The Panel will consist of three members and three alternates: a chairperson to be nominated by the Under-Secretary-General for Internal Oversight Services, a member nominated by the staff of the Office and a senior staff member from the Department of Administration and Management. The Office of Human Resources Management will be represented ex officio. The functions and procedures of the Panel will be generally comparable to those of other United Nations appointment and promotion bodies. Secretariat policies, including the special measures to improve the status of women in the Secretariat, will apply.

7. Staff members for the Office will be recruited specifically for service with the Office rather than with the Secretariat as a whole. Their letters of appointment will indicate that their services are limited to the Office. Such staff members will be regarded as external candidates in filling vacancies in other departments. Movements of such staff members between the Office and other parts of the Secretariat will be subject to the same conditions and arrangements as are applicable to staff members serving with voluntarily funded programmes of the United Nations.

8. The principle of recruitment on as wide a geographical basis as possible will govern the appointment of Professional staff members. Such staff members will be reported separately to the General Assembly in the Secretary-General's annual report on the composition of the Secretariat.

9. Thus, in accordance with the relevant staff rules, the Under-Secretary-General for Internal Oversight Services will have authority to appoint all staff members whose appointments are limited to service with the Office up to the

D-2 level, to promote staff members up to the D-1 level, and to terminate appointments of such staff members, except for termination under article X of the Staff Regulations, but including terminations for unsatisfactory services, with the advice of the OIOS Appointment and Promotion Panel.

10. Staff members of the Office will be recruited and administered by the Office of Human Resources Management on behalf of the Under-Secretary-General for Internal Oversight Services. The provisions of bulletin ST/SGB/213/Rev.1, concerning designation of staff members performing significant functions in financial management, personnel management and general services administration, shall be applicable to the Office.

11. The administrative bodies established by the Secretary-General to advise him on staff matters, such as the Joint Appeals Board, the Joint Disciplinary Committee, the Claims Board and the Advisory Board on Compensation Claims, will have jurisdiction as regards all staff members serving with the Office.